

***TERMS OF REFERENCE***

**For the provision of technical services to the Jobs Fund by serving on the Technical Evaluation Committee (TEC)**

**PN558**

## Programme Identification

Name of Client	The Jobs Fund
Reference Number	<b>PN558/ TEN0000000076</b>
Name of Sub-Project	Appointment of Technical Evaluation Committee (TEC) members (up to 6)
Contracting Authority	Government Technical Advisory Centre (GTAC), National Treasury
Accountable Officer	Ms. Najwah Allie-Edries
Project Purpose	Provision of technical services to the Jobs Fund by serving on the Technical Evaluation Committee (up to 6)

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## 1. BACKGROUND INFORMATION

Established in 2011, the Jobs Fund is a sub-programme (Employment Facilitation) of the National Treasury, the purpose of which is to support inclusive employment growth.

The objective of the Jobs Fund is to co-finance innovative public, private and non-state sector initiatives that will significantly contribute to job creation. The Jobs Fund operates on challenge fund principles as a catalyst for innovation and investment in new ways of working that directly contribute to long-term sustainable employment creation.

Globally, challenge funds have emerged as an effective and versatile financing mechanism with which to channel public money to catalyse pro-poor innovation and investment in emerging markets and to provide profitable ways of improving market access for the poor. In practice, challenge funds are highly versatile and can be deployed across a variety of contexts and sectors, targeting a range of outcomes from financial education to enterprise-linked poverty reduction and 'pro-poor' growth.

The ultimate development goal of a challenge fund is, through a finite intervention period, to stimulate a long-term change in the way that local supply chains and market systems work to overcome cost, technology, financial, etc. barriers which may have excluded poor producers and households in the past. Systemic change in the way that market systems work is typically the desired outcome of a challenge fund and is the product of a coincidence of factors (new technology, an environment conducive to investment, innovative private investors, etc.).

The Jobs Fund supports partners in piloting innovative approaches to sustainable job creation through four funding windows, namely, Enterprise Development, Support for Work-seekers, Infrastructure and Institutional Capacity Building. The Jobs Fund accepts applications from the private, public and non-state sectors during calls for proposals, and project partners are required to share both risk and costs by matching the grant allocation, generally on a ratio of 1:1.

As of 01 October 2014, the Jobs Fund was located within the Government Technical Advisory Centre (GTAC), an entity of the National Treasury that provides administrative support to the Jobs Fund. The main objective of the Technical Evaluation Committee (TEC) during a call for proposals is to conduct the initial screening and appraisal of grant applications. The assessment is based on the Jobs Fund investment criteria, which include, among others, evaluating whether the application is demand-led, its potential for sustainable job creation, the degree of innovation, value for money, and the economic sustainability of the proposal beyond the grant period.

## 2. PURPOSE

The purpose of these Terms of Reference (TOR) is to contract with a maximum of six (6) individuals with the requisite technical expertise to independently assist the Jobs Fund-GTAC in assessing grant applications. Individuals' services will be requested based on their respective areas of expertise, and alignment will be sought with specific calls for proposals.

## 3. TECHNICAL EXPERTISE REQUIRED

The technical expertise required ranges across economic sectors while accommodating specific sectors that may be the focus of a funding round. Generally, the required areas of expertise include:

### 3.1 Areas of Expertise

- i. Social Impact Investment/Challenge Funds
- ii. Development Finance/ Structured Finance
- iii. Public Employment/Social Employment
- iv. Active Labour Market Interventions
- v. Workforce development/Education/Training
- vi. Youth development and employment
- vii. Local Economic development / informal economy
- viii. Enterprise/ Small business development
- ix. Development of Township and rural economies
- x. Digital Infrastructure
- xi. Last Mile delivery
- xii. Waste Management
- xiii. Repair and Maintenance Services

### 3.2 Economic Sector Expertise, including:

- i. Agriculture
- ii. Tourism
- iii. Manufacturing
- iv. Digital Economy
- v. Social Economy
- vi. Informal Economy
- vii. Care Economy
- viii. Green Economy and Just Energy Transition
- ix. Creative Sector

- x. Construction

## 4. RESPONSIBILITIES AND FUNCTIONS

The Technical Evaluation Committee shall be responsible for the following matters:

### 4.1 Assessment of Funding Proposals

- i. Assessment of proposals submitted to the Jobs Fund during a funding round, which includes financial appraisal and technical appraisal of the proposal, as well as an assessment of the proposal against the funding criteria determined for a particular funding round.
- ii. Provide technical inputs on the applications presented at committee meetings.
- iii. Each TEC member is expected to provide guidance and recommendations to assist in the development of a sound proposal for submission to the Jobs Fund Investment Committee.
- iv. Each member will be required to submit their recommendations and reasons for the recommendation before the meeting.
- v. The TEC members may also direct the Jobs Fund PMO to obtain additional information or clarification on proposals being considered, where it is warranted.
- vi. Make recommendations to the Jobs Fund Investment Committee on whether to approve or not approve the application.
- vii. Take instruction/follow-up on requests from the Jobs Fund Investment Committee.

## 5. MEETINGS

### 5.1 Frequency and Attendance

- i. The TEC shall meet as and when required:
  - a) A schedule of meetings approved by the TEC will be issued to all members of the TEC for each Funding Round.
  - b) Special meetings of the TEC shall be arranged by consultation between the Chairperson of the TEC and the TEC Secretariat.
  - c) All TEC members should attend meetings – in person or on the specific electronic platform.
  - d) Members who are unable to attend shall, in advance, advise the TEC Secretariat.
  - e) The TEC shall not be required to meet, should there not be a funding round during a particular financial year.

- f) Depending on the nature of the funding round, TEC members may be required to prepare technical guidance notes for the Jobs Fund Team or provide inputs into management appraisal meetings.

## 6. LOGISTICS AND SCHEDULE OF THE ASSIGNMENT

### 6.1 Facilities to be provided by the Service Provider and Jobs Fund

The service provider will be responsible for the following:

- IT (laptops, etc.).
- All mobile communications (voice and data)
- Meetings will either take place in a predetermined venue (Jobs Fund offices in Gauteng) or on a specific electronic platform.

The Jobs Fund will arrange and pay for all travel and accommodation required for meetings when travel from outside Gauteng to the Jobs Fund's offices is necessary

### 6.2 Sub-Contracting

The work that the service provider will be contracted to do shall not be subcontracted.

### 6.3 Time Frame and level of effort

- i. The appointment period will be for a period of three years from the date of appointment.
- ii. The estimated time requirement during this period is calculated at one hundred (100) days (8 hours per day) over 3 years per committee member.
- iii. Depending on the area of expertise and the respective funding rounds, TEC members' services may be utilised on a rotational basis. The Jobs Fund cannot guarantee that each member's services will be utilised for the full-time allocation, as this is dependent on the funding rounds and the availability of grant funding.
- iv. One of the appointed members will be selected to serve as the Chairperson of TEC, and another member to serve as Deputy Chairperson of TEC.
- v. One of the appointed members will be selected to serve as the *ex-officio* member of the Jobs Fund Investment Committee. This member will require the same amount of time (as mentioned above) with respect to the Jobs Fund Investment Committee's (JFIC) responsibilities and would, therefore, be appointed for 200 days (8 hours per day) over 3 years, covering TEC for 100 days and JFIC for another 100 days.
- vi. The time allocated would be utilised as follows:

- a) Attendance of meetings (actual time taken for the completion of the meeting in which the member would have attended).
- b) Meeting preparation and review of project applications, i.e. maximum of eight (8) hours for preparation time per meeting.
- c) Provision of technical inputs.
- d) Additional inputs for Management appraisal meetings.
- e) The Chairperson or Deputy Chairperson of the TEC shall receive an allowance for chairing a meeting and for signing decision records and minutes, up to a maximum of four (4) hours per meeting chaired.

## 7. SUBMISSION REQUIREMENTS

Bidders are required to indicate the following:

1. An **hourly rate** inclusive of VAT (if applicable), not exceeding R1,300.00 (one thousand three hundred Rand).
2. An annual escalation of the initial hourly rate will be applicable, limited to 4% per year at the anniversary of the contract.
3. An indication of whether the bidder is contracting **individually or through a company**.
4. A comprehensive CV. CVs should highlight the specific experience and expertise sought by the Jobs Fund, as stipulated in the Evaluation Criteria below. Please note that for bidders submitting CVs on behalf of their employees/members, no more than one (1) person will be selected from a bidder. In the event that both candidates meet the threshold score the candidate with the highest score shall be recommended to proceed to the next Phase of process. **The CV must be completed as provided (input data) / indicated on the in the e-procurement portal.**
5. If a bidder submits more than 2 CVs, only the first two CVs in the submission shall be considered for evaluation.
6. The details of relevant assignments/experience must be clearly stated as stipulated in the Evaluation Criteria below.
7. A copy of the highest qualification in any of the following fields: commerce, law, technology, engineering, agriculture, social sciences or a related field as per areas of expertise listed in section 3.1.

## 8. EVALUATION CRITERIA

GTAC has set minimum standards that bidders must meet to be selected as the successful bidder.

The successful bidder will be awarded the contract for the **above** duration of the service requirements and will be selected based on the following three-phase process:

**8.1 Evaluation Phases/Methodology**

**Table 1: Evaluation Phases**

Evaluation Stage	Description
Phase 1	<p><b>Stage 1A: Administrative Compliance – Non-Disqualifying</b></p> <p>A bidder is required to submit the administrative compliance documents as referred to in paragraph 8.1.1.</p> <p><b>Stage 1B: Mandatory Compliance – Disqualification/ Pre-Qualification</b></p> <p>Failure to submit any of the required mandatory documents will lead to disqualification. Refer to paragraph 8.1.2.</p>
Phase 2	<p><b>Technical Evaluation: Desktop Evaluation</b></p> <p>Bidders must submit information as per the Bid Submission Requirements. The submitted CV (in the provided template) must respond to the Evaluation Criteria cited in these Terms of Reference.</p> <p>This will be evaluated out of 100 percent with a Threshold of <b>70 percent</b>.</p> <p>Only bidders who meet the threshold will be considered for the Price and Specific Goals evaluation.</p>
Phase 3	<p><b>Price and Specific Goals</b></p> <p>Preference points in the 80/20 formula will be awarded to bidders for attaining a score for Specific goals as indicated in Table 5. Bidders must provide the required information for evaluation purposes.</p>

It should be noted that the stages are considered to be separate processes. These three phases are mutually exclusive and will be treated as such in the appraisal.

**8.1.1 Stage 1a: Administrative Compliance (Non-Disqualification)**

During this phase, bid documents will be reviewed to determine compliance with tax matters and the Central Supplier Database (CSD) at the closing date and time of the bid. Bidders must submit all

returnable documents as outlined in the table below using the designated electronic e-procurement system.

**Table 2: Bid requirements compilation and submission:**

Document to be submitted	Requirement
SBD 1- Invitation to Bid	Complete the supplied pro forma document on the e-procurement system.
Central Supplier Database (CSD) Registration Report, or CSD registration number, or SARS pin	Bidders <b>must</b> be registered on the Central Database System (CSD) at the closing date and time of the bid.
SBD 4 - Bidder’s Disclosure (Refer to note below)	Complete the supplied pro forma document on the e-procurement system.
<p><b>Note:</b></p> <p>Bidders must complete the SBD 4 document as provided on e-procurement. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</p> <ul style="list-style-type: none"> <li>- “Person” means a bidder or supplier or shareholder, director, trustee, partner, or member of a bidder or supplier having the controlling interest in the bidder or supplier.</li> <li>- “State” means a national or provincial department, a national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament</li> </ul>	
SBD 6.1 - Preferential Point Claim form in terms of the Preferential Procurement Regulation (PPR) 2022.	<p>Complete the supplied pro forma document on the e-procurement system i.e SBD 6.1 and Specific Goals tab as provided on the e-procurement system.</p> <p>Failure to complete the SBD 6.1 will result in the bidder forfeiting points for specific goals.</p>

## Tax Clearance Status

A valid tax PIN / Central Supplier Database (CSD) number must be provided for purposes of verifying that the tax matters of the bidder are in order. Where consortium/joint ventures/sub-contractor is involved, each party to the association must submit a separate validation of Tax status and CSD registration number. Bidder's tax matters must be compliant at the time of award. In the case where a bidder's tax matters are non-compliant, a bidder will be given a maximum of seven (7) working days to remedy the tax matters. Failure to remedy this will invalidate the bid.

No tender shall be awarded to a bidder whose tax affairs are not in order.

GTAC reserves the right to withdraw an award made or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was not tax compliant at the time of the award.

GTAC further reserves the right to cancel a contract with a successful bidder if such bidder does not remain tax compliant for the full term of the contract.

### 8.1.2 Stage 1b: Mandatory Compliance (Disqualification)

Bidders must submit a responsive proposal in accordance with these terms of reference and below the minimum prequalification requirements. Failure to adhere to any of these requirements will result in disqualification:

- a. Bidders must be registered on the Central Supplier Database (CSD) on the closing date of the Request for Bid (RFB).
- b. Submission of a CV in the provided template is required. A bidder is required to submit no more than two (2) CVs. If a bidder submits more than 2 CVs, only the first two CVs in the submission shall be considered for evaluation. In the event that both candidates meet the threshold score the candidate with the highest score shall be recommended to proceed to the next Phase of process. The CV must be completed as provided (input data) / indicated on the e-procurement portal.
- c. Submission of a price/financial proposal is required as per SBD 3.3, and must be completed as indicated in the e-procurement portal.
- d. Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., in the event that a bidder representative is in the employ of the state, such a bid proposal will not be considered.

**8.1.3 Phase 2: Desktop Evaluation**

- a. Bids will be evaluated strictly in accordance with the bid evaluation criteria stipulated in this ToR.
- b. In a case where there is a difference between the contents of this ToR and the e-procurement system, the ToR takes precedence.
- c. Proof of Qualifications: Bidders must upload qualification certificates as well as all required certificates. Certified copies will be requested in the event that the bid is successful and before an agreement can be concluded.
- d. Please note that a Certificate of Membership shall not be deemed as proof of educational qualification (Education qualifications refer to certifications issued by an institution of higher learning, e.g., certificate, diploma, degree, etc.)
- e. Non-submission of qualifications will lead to a score of zero for the qualifications evaluation criterion.
- f. All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation.
- g. Non-submission of SAQA confirmation will lead to a score of zero for the qualification's evaluation criterion.
- h. A maximum of two (2) CVs will be evaluated per bid. If more than two CVs are submitted per bid, the first two (2) CVs that appear in the bid will be evaluated. . In the event that both candidates are deemed appointable, the candidate with the highest score shall be appointed. The CV must be completed as provided (input data) / indicated on the e-procurement portal.
- i. No more than one (1) person will be selected for one bidder.
- j. GTAC reserves the right to terminate the Agreement/award or temporarily defer the provisioning of the Services, or any part thereof, at any phase with immediate effect on written notice to the Service Provider, should GTAC, in its sole and absolute discretion, decide not to proceed with the Services.

The Desktop Evaluation criteria are discussed in Table 3 below.

**Table 3: Evaluation Criteria**

No.	Evaluation Criteria	Scoring Criteria	Weight
1.	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• Highest Qualification (in areas of commerce; law; technology; engineering, agriculture, social sciences or related field as per</li> </ul>	<p>5 = Post Graduate degree (NQF 9 or higher)</p> <p>4 = Post Graduate degree (NQF 8 or higher)</p> <p>3 = Bachelor's degree (NQF 7)</p>	10

No.	Evaluation Criteria	Scoring Criteria	Weight
	<p>areas of expertise listed in section 3.1)</p> <p>Note:</p> <p>(i) Note: if the qualification is from an institution outside South Africa, bidders must submit the South African Qualifications Authority (SAQA) certificate</p> <p>(ii) Where qualifications are not submitted or qualifications are not in the relevant field as mentioned above, or no SAQA certificate is provided (where applicable) the score of 0 will be awarded.</p>	<p>2 = National diploma (NQF 6)</p> <p>1 = National Higher certificate (NQF 5)</p> <p>0 = Non-submission of qualifications or qualifications are not in the relevant field, or a SAQA certificate is not provided (where applicable).</p>	
2.	<p><b>General Experience:</b>  <b>NB: (only work performed within the last 1-10 years will be considered and acceptable)</b></p> <ul style="list-style-type: none"> <li>• Number of years of experience in the following areas: <ul style="list-style-type: none"> <li>○ Assessment of development projects.</li> <li>○ Use of financial instruments and financial structuring of development projects.</li> </ul> </li> </ul> <p><i>Bidder to clearly mark “General Experience” in the Team Experience Matrix in the CV</i></p>	<p>5 = 10 years of recent and highly relevant experience in development finance project assessment or financial structuring</p> <p>4 = 8–9 years of strong, relevant experience in development finance project assessment or financial structuring</p> <p>3 = 5–7 years of experience in development finance project assessment or financial structuring;</p> <p>2 = 2–4 years of experience in development finance project assessment or financial structuring</p> <p>1 = 1 year of experience in development finance project assessment or financial structuring.</p> <p>0 = No relevant /related experience and / or related experience is older than 10 years.</p>	20

No.	Evaluation Criteria	Scoring Criteria	Weight
3.	<p><b>Technical Experience:</b>  <b>NB: (only work performed within the last 1-10 years will be considered and acceptable).</b></p> <ul style="list-style-type: none"> <li>Number of years of experience in the areas listed in section 3.1</li> </ul> <p><i>Bidder to clearly mark “<b>Technical Experience</b>” in the Team Experience Matrix in the CV</i></p>	<p>5 = 10 years of strong, recent and highly relevant technical experience across the required areas in Section 3.1.</p> <p>4 = 8–9 years of strong, recent and relevant technical experience with consistent exposure across most areas.</p> <p>3 = 5–7 years of solid technical experience with adequate exposure across most areas.</p> <p>2 = 2–4 years of limited technical experience with minimal exposure to the required areas</p> <p>1 = 1 year of technical experience with minimal exposure to the required areas.</p> <p>0 = No relevant technical experience and / or experience is older than 10 years.</p>	25
4.	<p><b>Sector Expertise experience:</b>  <b>NB: (only work performed within the last 1-10 years will be considered and acceptable).</b></p> <ul style="list-style-type: none"> <li>Economic Sector Expertise in the sectors listed in section 3.2.</li> </ul> <p><i>Bidder to clearly mark “<b>Sector Expertise</b>” in the Team Experience Matrix in the CV</i></p>	<p>5 = 10 years of recent, highly relevant experience in the sectors listed in Section 3.2.</p> <p>4 = 8–9 years of strong, relevant sector experience across the sectors;</p> <p>3 = 5–7 years of solid sector expertise with adequate exposure across key areas;</p> <p>2 = 2–4 years of limited sector experience;</p> <p>1 = 1 year of minimal exposure to the sectors listed.</p> <p>0 = No relevant sector experience and /or experience is older than 10 years.</p>	25

No.	Evaluation Criteria	Scoring Criteria	Weight
5.	Committee/Evaluation Experience (preference will be given to work performed within the last 1 –7years). <ul style="list-style-type: none"> <li>Number of years of prior experience serving in relevant committees or boards or other governance structures etc,</li> </ul> <i>Bidder to clearly mark “Committee/Evaluation Experience” in the Team Experience Matrix in the CV</i>	5 = 7 years of recent experience serving on relevant committees or boards or other governance structures etc 4 = 5-6 years of recent experience serving on relevant committees or boards or other governance structures etc,  3 = 3-4 years of recent experience serving on relevant committees or boards or other governance structures etc.  2 = 2 years of limited or intermittent participation or boards or other governance structures etc.  1 = 1 year of minimal exposure or indirect involvement recent experience serving on relevant committees or boards or other governance structures etc.  0 = No formal recent experience serving on relevant committees or boards or other governance structures etc or experience is older than 10 years.	20
<b>TOTAL TECHNICAL POINTS</b>			<b>100</b>
<b>MINIMUM THRESHOLD</b>			<b>70</b>

**Only bidders that meet the 70-percent threshold will be considered for the Price and Specific Goals evaluation in terms of the Preferential Procurement Regulation (PPR) 2022.**

**i. Phase 3: Price and Specific Goals Evaluation**

- a. The Preferential Procurement Evaluation will be based on the 80/20 principle. The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for the price as allocated in the enclosed form SBD 6.1. which must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in Table 5 below.
- b. Submission of a price proposal is required in the proforma format. (SBD 3.3). Bidders need to provide the cost per output, inclusive of VAT.

c. GTAC reserves the right to negotiate the price offer or rates with the recommended bidder(s).

**Table 5: Price and Specific Goals Evaluation Criteria**

<b>Number of points allocated (80/20 system)</b>	
<b>Price</b>	<b>80</b>
<b>The specific goals allocated points in terms of this tender</b>	<b>20</b>
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions.	10
Women percentage of ownership: 30% and above	10
<b>Total Points</b>	<b>100</b>

The CSD report shall be used as evidence to confirm/award points for specific goals. It is the responsibility of the bidding entity to ensure that the information on the CSD is updated.

**Table 6: Definitions**

<b>Terminology</b>	<b>Definition</b>
<b>Black People</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.
<b>"Specific Goals"</b>	means specific goals as contemplated in section 2(1)(d) of the Act, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability, including the implementation of programmes of the Reconstruction and Development Programme as published in <i>Government Gazette</i> No. 16085 dated 23 November 1994;

Terminology	Definition
<p><b>Historically Disadvantaged Individual (HDI)</b></p>	<p>means a South African citizen:</p> <ol style="list-style-type: none"> <li>1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or</li> <li>2. who is a female; and/or</li> <li>3. who has a disability.</li> </ol> <p>provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI;</p>

**9. FINANCIAL IMPLICATIONS**

The service provider may be required to attend meetings at Jobs Fund offices in Gauteng when deemed necessary by the Jobs Fund. The Jobs Fund will arrange and pay for all travel and accommodation arrangements that may be required for meetings.

**10. CONTRACTING AUTHORITY**

The Contracting Authority will be the Government Technical Advisory Centre (GTAC).

**11. OTHER BID CONDITIONS**

Prior to the appointment, the recommended bidder(s) will be subjected to a screening/vetting process conducted by the State Security Agency (SSA); as such may be required to submit additional supporting documentation.

GTAC reserves the right to negotiate the final offer with the recommended bidder before the award.

GTAC reserves the right to terminate the Agreement/award or temporarily defer the provisioning of the Services, or any part thereof, at any phase with immediate effect on written notice to the Service Provider, should the GTAC in its sole and absolute discretion, decide not to proceed with the Services.

## **12. BID VALIDITY PERIOD**

The bid will be valid for ninety (90) days from the closing date of the bid.

## **13. LEGAL IMPLICATIONS**

The successful service provider must be prepared to enter into a contract with GTAC.

## **14. CLARIFICATIONS**

Requests for clarification must be made in writing by e-mail. Telephonic enquiries for clarification will not be accepted.

Requests for clarification will be accepted by GTAC as specified in the bid document. The submission reference must be included in the subject line of the email.

## **15. COMMUNICATION**

Professional Services Procurement (PSP) within GTAC will communicate with bidders where bid clarity is sought, to obtain information or to extend the validity period.

Any communication by the bidder (either by facsimile, letter, electronic mail or any other form of correspondence) to any government official, representative, or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid is prohibited.

## **16. COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Information to bid by bidders will result in invalidation of such bids.

## **17. PROHIBITION OF RESTRICTIVE PRACTICES**

In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:

- a. Directly or indirectly fixing a purchase or selling price or any other trading condition.

- b. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or collusive bidding.
- c. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

## **18. BENEFICIAL OWNERSHIP**

The bidder/s are required to provide the information below for transparency.

- a. A beneficial owner of a company is an individual who, directly or indirectly, ultimately owns that company or exercises effective control over that company.
- b. Companies are required to keep a register of their beneficial owners and to provide this information to the Companies and Intellectual Property Commission (CIPC). The CIPC maintains a central register of beneficial ownership information.
- c. The beneficial ownership regime in South Africa is intended to improve transparency and accountability in the corporate sector. It is also intended to help prevent money laundering and terrorist financing.
- d. Companies are required to keep a register of their beneficial owners and must disclose in their bids the following information, as provided for in their register for the information of each beneficial owner:
  - Name
  - Date of birth
  - Identity number or passport number
  - Residential address
  - Occupation
  - Nature and extent of control over the company

## **19. SUBMISSION DETAILS**

Bidders are to note that only electronic submission is allowed for this bid using the GTAC Vendor Portal, available on the link provided below:

<https://vendorportal.gtac.gov.za/>

Bidders are required to first register on the GTAC Vendor Portal and then log in to the portal to access the tender.

The registration process involves the following steps:

- a) Register as a portal user. This is the process of creating a user account on the vendor portal. This will allow the user to view and respond to tenders.
- b) Register your supplier details. Registering your company details will allow you, as the supplier, to upload relevant information and documents. Supplier details must be captured in order to receive a vendor or supplier number and will then be eligible to respond to tenders.

To respond to this tender, suppliers should log in to the portal and navigate to the tender menu, then select "Formal", then click on "Current". This will provide a list of the available tenders.

Bidders can select this tender (TEN0000000076) to start the submission process.

The capturing process is in the form of a wizard, with the system guiding you through each step. Once all the required information is completed, remember to submit your bid. Only submitted bids will be eligible for the award.

**NB: Do not submit hardcopy** bids to GTAC or the Tender Information Centre (TIC). Submissions received after the closing date and time will not be accepted.

## 20. CLARIFICATIONS

- a) Requests for clarification must be made in writing by e-mail to [psp@gtac.gov.za](mailto:psp@gtac.gov.za).
- b) Requests for clarification will be accepted by GTAC as specified in the bid document. The submission reference must be included in the subject line of the email.
- c) Telephonic enquiries for clarification will not be accepted. Bidders must reduce all enquiries to writing.

## 21. BRIEFING SESSION

No briefing session is required for this bid.

## 22. CONTACT DETAILS

Professional Services Procurement,

3rd Floor at GTAC: room GL03.44

Private Bag X 115, Pretoria, 0001

Physical address: GTAC, 40 Madiba Street (Vermeulen), Pretoria.0001

For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)